

## ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry

85-3624

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Occupancy for the New Building

FROM: Harry E. Fitzwater  
Deputy Director for Administration  
7D24 Hqs.

EXTENSION

NO.

OL 10186-85

DATE

25 OCT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Registry  
7E12 Hqs.

28 OCT 1985

2. Executive Director

3.

4. ~~EXC~~ DDA  
7D24 Hqs.

30 OCT 1985

5.

6.

DDA Reg.

7.

8.

9.

10.

11.

12.

13.

14.

15.

I thought the DD's and DDOs agreed to moving into the spaces, where feasible, as originally planned and laid out by *me* in the interest of saving \$, so think we should try to stick to that agreement.

CC: Each DA DD plus SSA/DDA DDA Plans DDA Mgmt

done 10/31/85 JAL

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85-3624

| <b>ROUTING AND RECORD SHEET</b>   |                  |   |                           |  |
|---|------------------|---|---------------------------|--|
| <b>SUBJECT:</b> (Optional)<br>Occupancy for the New Building  |                  |   |                           |  |
| <b>FROM:</b> <span style="border: 1px solid black; padding: 2px;"> </span><br>Executive Director<br>7D55 Hqs. |                  | <b>EXTENSION</b><br><span style="border: 1px solid black; padding: 2px;"> </span> | <b>NO.</b><br>OL 10186-85 | <b>STAT</b><br><b>STAT</b>   |
| <b>TO:</b> (Officer designation, room number, and building)   |                  | <b>DATE</b>   |                           | <b>COMMENTS</b> (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|   |                  | <b>RECEIVED</b>   | <b>FORWARDED</b>          |  |
| 1.  | DDA<br>7D24 Hqs. |   |                           |  |
| 2.  |                  |   |                           |  |
| 3.  |                  |   |                           |  |
| 4.  |                  |   |                           |  |
| 5.  |                  |   |                           |  |
| 6.  |                  |   |                           |  |
| 7.  |                  |   |                           |  |
| 8.  |                  |   |                           |  |
| 9.  |                  |   |                           |  |
| 10.   |                  |   |                           |  |
| 11.   |                  |   |                           |  |
| 12.   |                  |   |                           |  |
| 13.   |                  |   |                           |  |
| 14.   |                  |   |                           |  |
| 15.   |                  |   |                           |  |

**ADMINISTRATIVE - INTERNAL USE ONLY**

30 October 1985

**MEMORANDUM FOR:** Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology

**FROM:** Executive Director

**SUBJECT:** Occupancy for the New Building

1. The purpose of this memorandum is to solicit your cooperation in meeting the construction and occupancy schedule for the New Headquarters Building (NHB). In adopting Option 5 of the NHB occupancy presentation on 7 October 1985, the Headquarters Management Board also confirmed the guidance of the Deputy Director of Central Intelligence that no changes shall be made to any of the already designed NHB space. Without this restriction, it would be impossible to meet the construction completion date of August 1987.

2. Option 5 identified the following offices for the New Building:

NORTH TOWER

DDI/OSWR  
DDI/NESA  
DDI/ASG  
DDI/OEA  
DDS&T/OTS  
DDS&T/ORD  
Employee Support Areas

SOUTH TOWER

DDO/SE  
DDO/AF  
DDO/PPS  
DDA/OIT  
DDA/OC Equipment  
DDA/OS  
DDA/OP  
DDA/OF  
DDA/OL

3. The Office of Logistics is preparing revised block layouts to accommodate the organizational location changes dictated by the Option 5 decision. Until this action is completed, the Office of Logistics is not in a position to entertain detailed discussions concerning the layout of the NHB. I would appreciate your cooperation in this matter.

STAT

OL 10186-85

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